

LONGVIEW TEA CO. LTD
CIN No.L15491WB1879PLC000377
Registered office:
16, Hare Street, Kolkata-700 001
www.longviewtea.org Email: info@longviewtea.org.
Phone No.033-2248-2391/2/3 Fax No. 033-2248-9382

Notice of the Annual General Meeting, Book Closure and remote e-Voting Information

NOTICE is hereby given that Annual General Meeting of the members of the Company for the FY 2015-16 will be held on Thursday, the 29th day of September, 2016 at the Committee Room of Calcutta Chamber of Commerce at 18H, Park Street, Kolkata – 700 071 at 10.30 a.m. to transact the business as set out in the notice of the AGM dated August 10, 2016.

The Notice of the AGM has been sent electronically to all the members who have registered their e-mail addresses and has been dispatched to all other members at their registered address in the permitted mode by September 5, 2016. The same can also be accessed from the website of the Company www.longviewtea.org and also from the website of CDSL www.evotingindia.com.

The Register of Members and the Share Transfer Books of the Company will remain closed from September 23, 2016 to September 29, 2016.

Members of the Company, holding shares either in physical form or dematerialized form, as on the cut-off date, i.e., September 22, 2016 will be eligible to cast their vote electronically through remote e-voting system of CDSL. The remote e-voting period shall commence on September 26, 2016 (09:00 A.M.) and ends on September 28, 2016 (5:00 P.M.). The remote e-voting module shall be disabled by CDSL for voting thereafter. Members who have cast their vote by remote e-voting may also attend but shall not be allowed to vote again at the AGM.

Any person, who acquires the shares of the Company and becomes a Member of the Company after dispatch of Notice of the AGM and holds shares as on the cut-off date i.e. Thursday 22nd September, 2016 may obtain the User ID and Password by sending a request to helpdesk.evoting@cdslindia.com.

Any query connected with the e-voting by electronic means may be addressed to Company Secretary at the designated e-mail id: info@longviewtea.org or to the CDSL at helpdesk.evoting@cdslindia.com.

Place: Kolkata
Date: September 5, 2016

For Longview Tea Company Limited
Sd/-
Ankita Agarwal
Company Secretary